



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

REPLY TO
ATTENTION OF

AMCRDA-TE

25 May 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Policy for Use of Electronic Commerce (EC) in
Implementing Army's Standardization Program

1. References:

a. Paperwork Reduction Act of 1995 mandates the use of information technology to disseminate information on a timely basis and promotes the utility of such information.

b. DoD 4120.24-M requires electronic coordination of standardization documents, if practical.

c. AR 25-1, Army Information Management requires Army activities to use EC to the maximum extent practicable to promote the goal of a paper-free (or near paper-free) business environment within the Army.

2. The following policy is issued to Army activities using standardization documents to support these mandates:

a. Army activities that prepare or coordinate standardization documents shall use electronic media to the fullest extent possible. Army activities that require a standardization document identified in the Department of Defense Index of Specifications and Standards, shall download it from the Preparing Activity's "WWW" homepage from the Army Streamlining and Standardization Information System (ASSIST), or from other information retrieval services. A hard copy should be requested from the Defense Automated Printing Service (DAPS) only if it is unavailable in ASSIST. If this approach is used, a substantial reduction in the Army's specification printing budget can be realized.

b. Army activities, that require a copy of standardization documents, shall review their list of Federal Supply Classes (FSC) maintained by DAPS to ensure they receive only those

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documents that are needed. This review of the list shall be accomplished on a periodic basis, but not less than every three years when initiated by DAPS. Note: A pending enhancement to the ASSIST database will enable Army activities to receive notification when standardization documents are issued. Then, if needed, the standardization documents could be downloaded from ASSIST instead of a hard copy being provided by DAPS. Up-to-date lists of FSCs and other pending enhancements will result in a substantial reduction in the printing budget.

3. Please provide this office any initiatives that you plan or have taken to utilize EC to improve the Army's standardization efforts. Our point of contact for this matter is Lucille Thomas-Davis, lthomas@hqamc.army.mil DSN 767-5101 or commercial (703) 617-5101.

4. AMC -- Your Readiness Command . . . Serving Soldiers Proudly!



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